

**OUTSIDE EMPLOYMENT DISCLOSURES
WHO MUST FILE FOR OUTSIDE EMPLOYMENT DISCLOSURE**

I. COUNTY OUTSIDE EMPLOYMENT DISCLOSURE REQUIREMENTS

A. Who Must File

1. All full-time County and municipal employees who engaged in any outside employment (during the preceding year) for any person, firm, corporation or entity other than Miami-Dade County or the respective municipality, must file a statement regarding their outside income with the Elections Department by **July 1st** of each year. Permission must be granted on an annual basis, even in cases where the type of outside employment has not changed. This filing is in addition to any other financial disclosure requirement.

B. What Must Be Filed

1. Miami-Dade County's and Municipal full time employees with outside employment must file "Outside Employment Statement" forms, available from the Supervisor of Elections, County Departmental Personnel Managers, or Municipal Clerks.
2. Form is available on the web at:

http://elections.miamidade.gov/employment_outside.asp

C. When & Where to File

1. A "Request for Outside Employment" form must be completed and submitted to the Department Director for his/her approval before any full time County employee accepts outside employment.
2. If written approval is granted by Department Director, employee may engage in outside employment. Department shall maintain a complete record of such employment.
3. If department head denies approval for outside employment, employee can not engage in outside employment, either incidental, occasional, or otherwise.
4. An "Outside Employment Statement" is required to be filed **no later than 12:00 Noon, July 1 of each year** by all full time employees who engaged in any outside employment during the preceding year. The "Outside

Employment Statement” must list the source of outside employment, the nature of the work and the compensation received from such activity. The form must be filed (no later than 12 Noon, July 1st of each year) with:

- a. County Supervisor of Elections
Miami-Dade County Elections Department
2700 NW 87th Avenue
Doral, Florida 33172-1607
- b. Municipal Employees – Respective Municipal Clerk

Failure to disclose the precise amount of income earned from one’s outside employment is a violation of the ordinance.

II. MIAMI-DADE COUNTY COMMISSION ON ETHICS & PUBLIC

This information is provided in an effort to inform Miami-Dade County officials and employees (regardless of their position with the County) and municipal employees of their responsibilities to file “Outside Employment Statements” under public ethics laws and ordinances whenever they have engaged in outside employment in the preceding calendar year.

Individuals who have questions regarding their disclosure responsibilities under the Miami-Dade Conflict of Interest and Code of Ethics ordinance should address their inquiries to the following:

Miami-Dade County Commission on Ethics & Public Trust
Biscayne Building
19 West Flagler Street, Suite 207
Miami, Florida 33130
Phone: (305) 579-2594
or
Website Address: www.miamidade.gov/ethics